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ABSTRACT

This Self Assessment Instrument was prepared to assist school nurses in assessing their own functions and other activities related to the operation of a school health program. Its primary purpose is to provide a ready tool that can be used as the basis of an internal or peer evaluation or to serve as a model for local school districts to follow in developing their own assessment instruments. In addition to its assessment function, it can also be used in program development, in establishing school health priorities, in promoting an understanding of school health, and in determining professional preservice and inservice education needs. Six major goals relating to school nursing and school health services are identified. Specific objectives for meeting these goals are stated and a questionnaire on how each of these objectives are being met is provided. (JD)

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PREFACE

This Self Assessment Instrument which follows was prepared to assist school nurses to assess their own functions and other activities related to the operation of a school health program. Its primary purpose is to provide a ready tool that can be used as the basis of an internal or peer evaluation or to serve as a model for local districts to follow in developing their own assessment instruments. Used in this way, the instrument could be a valuable part of the Needs Assessment and Action Planning phases of the School Improvement process.

In addition to its assessment function, it is anticipated that it could also be used in program development, in establishing school health priorities, in providing support data for program revisions, in promoting an understanding of school health and in determining professional pre-service and in-service education needs.

Although it was the intent of the Self Assessment Instrument to present more than the minimum essential components of a sound school health program, the writers recognize that it is in no way all inclusive. Therefore, the revision or addition of goals, objectives and indicators is suggested and the development of additional assessment techniques reflecting local priorities and needs is encouraged.

SCHOOL NURSING - SCHOOL HEALTH SERVICES

GOALS

Following are six major goals relating to the school nursing - school health services. These goals formed the framework for the evaluative criteria contained in this Self Assessment Instrument and are recognized as essential organizing elements in any comprehensive school health program.

I. To attain and maintain the optimum health status of all students so that they may receive maximum benefit from their educational experience.

II. To promote the development of positive health attitudes and practices.

III. To promote and maintain a risk-free environment.

IV. To integrate the school health program with other health delivery systems.

V. To demonstrate school health services as an integral component of the total educational process.

VI. To organize and administer an effective school health services program.

GOAL I

To attain and maintain the optimum health status of all students so that they may receive maximum benefit from their educational experience.

OBJECTIVE A: To maintain a comprehensive health record system.

Indicators

The school health services program assures that:

YES	NO		
___	___	1.	A health record is on file for each student enrolled.
___	___	2.	The district record policy includes a statement on retention, transfer, expungement and final disposition of health records.
___	___	3.	Confidentiality of records is maintained.
___	___	4.	The student health record contains all mandated information required by Section 1409 of the Public School Code.

OBJECTIVE B: To assess the health status of students.

Indicators

The school health services program assures that:

YES	NO		
___	___	1.	A health history is obtained for each entering student.
___	___	2.	Each student receives a physical examination on entry to school, 6th grade, 11th grade or other approved intervals.
___	___	3.	Growth and development, vision, hearing, tuberculosis and dental screenings have been conducted in accordance with regulations and/or modified program.
___	___	4.	Teacher observations are solicited and utilized.
___	___	5.	Reports from other professionals are obtained and utilized.

OBJECTIVE C: To identify health problems and develop and implement plans of action for resolution or management.

Indicators

The school health services program assures that:

YES	NO		
___	___	1.	Current data is periodically analyzed and problems defined.
___	___	2.	Parents/guardians, students and appropriate school personnel are involved in plan development and implementation.
___	___	3.	A written plan of action with progressive benchmarks is available for each problem area.
___	___	4.	Progress notes are reviewed and updated periodically.
___	___	5.	Problems have been resolved and/or are being managed satisfactorily.

Recommendations/Comments:

GOAL II

To promote the development of positive health attitudes and practices.

OBJECTIVE A: To provide health counseling/instruction for students, parents and staff.

Indicators

The school nurse:

YES	NO		
___	___	1.	Interprets health findings to the parent/guardian and/or student.
___	___	2.	Identifies students and families who need counseling and assistance in resolving problems.
___	___	3.	Provides counseling on anticipated health problems.
___	___	4.	Confers with appropriate school personnel on identified problems and referrals.
___	___	5.	Instructs students, either individually or in groups, on health procedures and/or daily practices related to specific health conditions.
___	___	6.	Makes home visits to confer with parents/guardians.

OBJECTIVE B: To assist with the development of positive health attitudes and practices through formal and informal instruction.

Indicators

The school nurse:

YES	NO		
___	___	1.	Serves as a member of the committee to develop the health curriculum.
___	___	2.	Provides sources for obtaining health materials.
___	___	3.	Serves as a resource to classroom teachers and teachers of health.
___	___	4.	Teaches mini-courses and/or units when specific knowledge and skills of a health professional are indicated.
___	___	5.	Provides classroom instruction on health procedures and programs conducted in the school.

OBJECTIVE C: To provide health education for school personnel and parents/guardians.

Indicators

The school nurse:

YES	NO		
___	___	1.	Contributes articles to school newspaper.
___	___	2.	Advises school personnel and parents/guardians of impending health problems and preventative and therapeutic measures.
___	___	3.	Serves as health consultant to school-parent organizations.
___	___	4.	Plans and conducts health programs for faculty and parents at staff and organizational meetings.

Recommendations/Comments:

GOAL III

To promote and maintain a risk-free environment.

OBJECTIVE A: To plan and implement a program of prevention and control of communicable disease in accordance with regulations.

Indicators

The school health program assures that:

YES	NO		
___	___	1.	The requirement of complete immunization against specific diseases as a condition of attendance for original enterers is strictly enforced.
___	___	2.	Parents/guardians are counseled on possible sources for obtaining immunizations.
___	___	3.	Parents/guardians and students in upper grades are advised of immunization needs.
___	___	4.	Pupils and staff receive tuberculosis testing in accordance with regulations and/or Health Department modifications.
___	___	5.	A list is maintained of all students who are not adequately immunized.
___	___	6.	A program exists for the early recognition of suspected communicable disease, including exclusion and readmission.
___	___	7.	Appropriate offices of the Health Department are promptly notified of suspected cases of reportable communicable diseases and of any unusual increase in student absenses.

OBJECTIVE B: To develop and implement an emergency care plan.

Indicators

The school health program assures that:

YES	NO		
___	___	1.	Written policies and procedures have been developed for handling emergencies.
___	___	2.	All staff members have received copies of the policies and procedures.
___	___	3.	All school nurses and health aides have cardiopulmonary resuscitation (CPR) certification.

YES NO

___ ___ 4. At least one staff member other than the school nurse in each building has first-aid and CPR certification.

___ ___ 5. An emergency card, completed by parents/guardians, is on file for each student.

OBJECTIVE C: To identify problem areas in the school environment and assist with corrective measures.

Indicators

The school nurse:

YES NO

___ ___ 1. Monitors accident reports to determine hazardous practices or locations of accidents.

___ ___ 2. Conducts safety programs.

___ ___ 3. Confers with teachers on safety measures when specific hazards exist within the classroom.

___ ___ 4. Confers with appropriate school personnel to encourage elimination of hazardous practices or environmental conditions.

Recommendations/comments:

GOAL IV

To integrate the school health program with other health service delivery systems.

OBJECTIVE A: To design a health referral and followup system.

Indicators

The school nurse:

YES	NO	
___	___	1. Participates in establishing a directory of available local services which includes a definition of the services and referral procedures.
___	___	2. Utilizes referral forms which present findings and assures report back from the care provider.
___	___	3. Receives professional reports which indicate an effective interagency communication system is operating.
___	___	4. Participates in local comprehensive health planning as an advocate for the school-aged child.

OBJECTIVE B: To increase parents'/guardians' knowledge of available health related resources.

Indicators

The school nurse:

YES	NO	
___	___	1. Provides parents/guardians with a list of several existing resources for resolving health problems.
___	___	2. Counsels parents/guardians on appropriate utilization of health services.
___	___	3. Involves parents/guardians in planning school/community services.
___	___	4. Invites representatives of community agencies to speak at parent meetings.

OBJECTIVE C: To assist students to become knowledgeable health consumers.

Indicators

The school nurse:

YES	NO		
___	___	1.	Involves students in the development and implementation of plans for resolving their own health problems.
___	___	2.	Instructs students on health systems and effective utilization of services.
___	___	3.	Aids students to initiate self help for health problems and to utilize the services of appropriate health care providers.
___	___	4.	Involves students in identifying and resolving physical and environmental health problems in the school community.

Recommendations/comments:

GOAL V

To demonstrate school health services as an integral part of the total educational process.

OBJECTIVE A: To assist in planning educational services appropriate for students with health problems.

Indicators

The school nurse:

YES	NO		
___	___	1.	Serves as a team member in determining the placement of students with health problems.
___	___	2.	Participates in determining necessary modifications of the educational program pertinent to the individual student.
___	___	3.	Initiates team conferences for resolving student problems.
___	___	4.	Assists in the evaluation and educational planning of handicapped students.

OBJECTIVE B: To serve as an effective faculty member.

Indicators

The school nurse:

YES	NO		
___	___	1.	Regularly attends faculty meetings.
___	___	2.	Serves as member of curriculum development and other appropriate committees.
___	___	3.	Prepares and presents programs on health matters to faculty.
___	___	4.	Keeps faculty informed through conferences, newsletters, memos, bulletins of current health information and/or problems.
___	___	5.	Orients administrators and staff to policies and procedures of the school health program and solicits their cooperation.

OBJECTIVE C: To demonstrate an understanding of the educational process and the contribution of health services.

Indicators

The school nurse:

YES	NO	
___	___	1. Encourages the correlation of health service activities with the program of classroom instruction.
___	___	2. Promotes the integration of health instruction, health services and the school environment so that they supplement and support each other.
___	___	3. Initiates modification of the health services program and/or provision of services to accommodate priorities and trends in education.

Recommendations/comments:

GOAL VI

To organize and administer an effective school health services program.

OBJECTIVE A: To plan an effective program of health services that meets legal requirements and student needs.

Indicators

The school health services program assures that:

YES	NO	
___	___	1. School health professionals, administrators, other school personnel and students cooperatively plan the school health services program.
___	___	2. The school health program meets all legal and regulatory requirements and/or has approval for modifications.
___	___	3. A budget is prepared for the health services based on state reimbursement and district needs.
___	___	4. Program planning takes into consideration the desires of parents/guardians.

OBJECTIVE B: To have formal written objectives, policies and procedures available to guide staff and to inform parents/guardians and others interested in school health.

Indicators

The school health services program assures that:

YES	NO	
___	___	1. Policies and procedures have been developed in cooperation with other school personnel.
		2. Policies and procedures have been developed and approved for:
___	___	a. implementing the mandated or modified program
___	___	b. transportation of ill and injured students
___	___	c. emergency care and/or first-aid
___	___	d. administering medication and/or other required therapeutic measures
___	___	e. maintaining confidentiality, transfer, filing and storing health records.

YES NO

___ ___ 3. Policies and procedures adhere to legal and regulatory statutes and ethical standards of practice.

___ ___ 4. Parents/guardians and other staff members are informed of appropriate policies and procedures.

OBJECTIVE C: To assure that the school health staff have appropriate academic and experiential qualifications and are employed in adequate numbers to meet minimum legal requirements and to implement the district program as planned.

Indicators

The school health services program assures that:

YES NO

___ ___ 1. School nurses, school nurse practitioners and dental hygienists hold valid certificates to practice in the schools.

___ ___ 2. Where there is a modified program, staff meet the criteria, both in qualifications and numbers, established for approval.

___ ___ 3. Nurses participate in at least one in-service and/or continuing education program annually.

___ ___ 4. Pupil assignments do not exceed the established legal maximum ratio.

___ ___ 5. Orientation programs are provided for each new staff member.

___ ___ 6. Performance expectations of certified staff members are limited to professional functions.

___ ___ 7. Performance expectations of non-certified staff members are limited to non-professional functions performed under the supervision of a certified health professional.

OBJECTIVE D: To provide administrative and supervisory leadership for the program, compatible with other school programs.

Indicators

The school health services program assures that:

YES NO

___ ___ 1. A school nurse supervisor plans, directs and guides the school nursing activities.

___ ___ 2. Channels of communication between the supervisor, administrator and staff are clearly established and understood.

YES	NO	
___	___	3. Administration supports the program with adequate facilities, equipment and supplies.

OBJECTIVE E: An ongoing evaluation procedure is in effect.

Indicators

The school health services program assures that:

YES	NO	
___	___	1. State and district reports are submitted promptly at designated intervals.
___	___	2. Program objectives, records and reports are reviewed annually for gaps, deletions and possible additions to meet student needs, health trends and priorities.
___	___	3. Individual staff evaluations are conducted by self, peer and/or supervisor.
___	___	4. Professional functions are evaluated by personnel with knowledge and expertise of the professional standards related to that area of practice.

Recommendations/comments: